



Boys & Girls Clubs of Greater Kalamazoo

Unit Intake Coordinator Needed!

The Boys & Girls Clubs of Greater Kalamazoo is looking for a positive, polite, child/family friendly individual to manage the Club's intake process. This person must be able to multi-task and have plenty of flexibility. The Club's Intake Coordinator monitors the front entrance, greeting all Club members and visitors in a positive and welcoming manner. He/She ensures all visitors, including parents and volunteers, sign in and out and manages all incoming calls. The Intake Coordinator must also have experience working with youth and have adept computer skills. Finally this person must provide the public, including potential members, with information regarding Club membership, orientations, programs, and activities.

Please send your resume/cover letters to cathyw@bgckzoo.org.

Applications being accepted through August 28, 2015.